

# **DIVISION OF EMERGENCY MANAGEMENT UNIFORM DISASTER SITUATION REPORT (UDSR) INSTRUCTIONS FOR COMPLETING FORM**

The following instructions suggest the type of information required to complete each entry on the Uniform Disaster Situation Report (UDSR). Only complete those entries that are applicable, leaving blank those that are not. If data for an entry is still being compiled, place a "TBD" (to be determined) in the block to indicate the data is forthcoming.

The county emergency management director is responsible for completing the UDSR and faxing to both the Division of Emergency Management regional office and the central office in Madison. This should be done as soon as possible after the occurrence, but not more than 24 hours later. The county director should submit updates of the report, as additional information becomes available. A map/s of the affected area should, if at all possible, be transmitted with the completed UDSR. If you have questions with regard to completing the form, contact your Division of Emergency Management regional director or the central office in Madison at 608-242-3232.

## **GENERAL SECTION**

1. Enter the name, address, and phone number of the person completing this form.
2. Enter the date and time of the incident. Be specific. Indicate if several days were involved and specify exact times, e.g., from 4:00 a.m. on 4-8-98 through 7:00 p.m. on 4-9-98.
3. Enter the type of disaster (i.e., tornado, flash flood, ice storm, etc.).
4. Enter the date the report is transmitted to the WEM regional office and central office in Madison.
5. Describe the primary location of the disaster. Be sure to indicate WEM region and county. Be specific in describing areas within a county, and include a map if possible.
6. Enter the number of persons who have died or been injured as a result of the disaster or its effects. Also enter the number of persons who are homeless as a result of the disaster and the number of those who have been evacuated.

## **PRIVATE SECTOR DAMAGE**

In completing this section, use the following definitions for minor, major, and destroyed. MINOR DAMAGE = REPAIRABLE AND USABLE WHILE IN REPAIR. MAJOR DAMAGE = REPAIRABLE, BUT NOT USABLE WHILE IN REPAIR. DESTROYED = BEYOND REPAIR

7. Enter the number of homes sustaining minor and major damage and the number destroyed. **Estimate** the dollar amount of damage to those homes. Also **estimate** the amount (a percentage) of the damage which is covered by insurance.

Enter the number of businesses sustaining minor and major damage and the number destroyed. **Estimate** the dollar amount of damage to those businesses. Also **estimate** the amount (a percentage) of the damage which is covered by insurance.

Enter the number of farm buildings sustaining minor and major damage and the number destroyed. (Do not include farm homes in this block. Rather include farm homes in the block on residential damage.) **Estimate** the dollar amount of damage to farm buildings. Also **estimate** the amount (a percentage) of the damage which is covered by insurance. Enter the number of livestock killed and their **estimated** value. Enter the number of acres of crops affected by the disaster and the **estimated** dollar amount of damage to that acreage. NOTE: ALL OF THE INFORMATION WITH REGARD TO AGRICULTURAL LOSSES SHOULD BE READILY OBTAINED FROM THE USDA COUNTY EMERGENCY BOARD.

**PRIVATE SECTOR DAMAGE (Continued)**

8. Add all of the dollar amounts listed in box 7 and enter the sum in this block.

**PUBLIC SECTOR DAMAGE**

Costs incurred by state and local governments and private non-profit organizations or institutions, which own or operate a private non-profit facility are those which should be estimated when completing block 9.

9. **CATEGORY A - DEBRIS CLEARANCE.** Determine the costs incurred for clearing debris from public roads and streets in order to maintain traffic flow. Also determine costs incurred for removing debris from all other public property to restore public services and protect the public health and safety. Costs for removing public buildings damaged by the disaster that are beyond repair and are a threat to public safety should also be considered, as should costs for removing debris from private property by government forces to protect the public health and safety. Add all Category A costs and enter the sum in the appropriate block.

**CATEGORY B - PROTECTIVE MEASURES.** Determine the following costs: those incurred for performing emergency flood protection activities, including sandbagging, diking, pumping, and emergency stream clearance; costs incurred for the emergency purchase of safety barricades, signs, and other warning, safety, or traffic control devices; those incurred for emergency search and rescue operations, including extra police and fire personnel needed and overtime pay; costs incurred for emergency security and traffic control including extra police and fire personnel and overtime pay; those incurred for other emergency protective measures taken to protect public health and safety, including warning of further risks and hazards, dissemination of public information on health and safety measures, etc. Add all Category B costs and enter the sum in the appropriate block.

**CATEGORY C - ROAD SYSTEMS.** Determine the amount of damage to highways, roads, and streets. Include costs of damage to normal right-of-way elements such as culverts, curbs, gutters, public sidewalks, shoulders, embankments, drainage ditches, road or street signs, traffic control signs, street lights, signal lights, etc. Also determine the costs for repairing or replacing damaged bridges. Add all Category C costs and enter the sum in the appropriate block.

**CATEGORY D - WATER CONTROL FACILITIES.** Determine if costs have been incurred to repair or replace dikes, levees, drainage channels, irrigations works, dams, or other water control facilities. Add all Category D costs and enter the sum in the appropriate block.

**CATEGORY E - PUBLIC BUILDINGS AND RELATED EQUIPMENT.** Estimate the amount of damage to public buildings. Also estimate the cost of replacing operating supplies and inventory contained in the disaster-damaged buildings. Determine if any publicly owned equipment, such as squad cars or fire trucks, was damaged as a result of the disaster and estimate the cost to repair or replace it. Add all Category E costs and enter the sum in the appropriate block.

**CATEGORY F - PUBLIC UTILITY SYSTEMS.** Determine if storms and/or sanitary sewer systems have been damaged and estimate the cost of repair or replacement. Also determine if any sewage or water treatment plants, public water systems, or public light/power facilities have been damaged and estimate the cost of repair or replacement. Add all Category F costs and enter the sum in the appropriate block.

**CATEGORY G - OTHER.** Estimate the cost of damage incurred in municipal parks or recreational facilities, including the cost of tree replacement. Include in this category any other disaster-related costs incurred by local governments which are not already accounted for in any of the above sections. Add all Category G costs and enter the sum in the appropriate block.

10. Add the dollar amounts listed in each category in block 9 and enter the total in this block.

**PUBLIC SECTOR DAMAGE (Continued)**

**OTHER**

11. This section should describe the extent of local response efforts, including agencies involved and personnel and equipment committed to disaster operations. The information will help state decision-makers determine if local resources have been committed to their fullest extent and if the situation is beyond local capabilities.
12. Be specific. State what is needed, why, and where. Assistance may include personnel, specialized equipment, technical assistance, and financial assistance.
13. Describe as accurately as possible the impact the disaster has had on the community, in terms of physical destruction, socio-economic impact, and curtailment or disruption of vital services. Also enter any other pertinent information which is not included elsewhere on the form. Include additional pages if necessary.